



## CHECKLIST FOR ADMINISTRATIVE COMPLETENESS SOLID WASTE LANDFILL OPERATING LICENSE PACKET

*This information is authorized under Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Failure to submit will result in the return of the application as administratively incomplete.*

The information indicated on this checklist is necessary for a solid waste landfill operating license application to be administratively complete pursuant to the administrative rules for Part 115.

Please complete and submit this "Checklist for Administrative Completeness" with the operating license application. For Part A 1 - 15 - General Information, please indicate by checking in allotted space that you have included the information and in A - 16 indicate amount of the application fee. For Part B, please record in the allotted space the location of the documents in the operating license packet where the required information can be found. To facilitate our review of the operating license application, please complete this administrative completeness checklist in its entirety and enclose all of the requisite information.

All 'non-shaded' boxes ( ☐ ) require a response; 'dark-shaded' boxes ( ☐ ) do not.

'Light-shaded' boxes ( ☐ ) may be used to record information but does not necessarily require a response.

	<b>A. General information required to be submitted on the operating license application provided. Section 11512(3) and (4) and Rule 922(1)-(3).</b>
	1. Name and location of the facility.
	2. Name and address of the operator.
	3. Name and address of property owner(s).
	4. Name and address of any mineral rights owner(s).
	5. The type of disposal area(s) proposed.
	6. The type of waste(s) proposed for disposal.
	7. The number of acres to be licensed to receive waste.
	8. The signature of the owner and proposed operator.
	9. Maximum waste slope in active portion.
	10. Evidence of bonding as required. Section 11523.
	11. Evidence of perpetual care trust fund or escrow account. Section 11525.
	12. Restrictive deed covenant on a form provided by the Director. Section 11518(1).
	13. Estimate of remaining permitted capacity.
	14. Documentation of the amount of waste received at the disposal area during the previous license period or expected to be received, whichever is greater.
	15. Construction certification from a registered professional engineer that is in compliance with Rule 921.
\$	16. Indicate the amount of the operating license application fee. Section 11512(3).
	17. Verification of receipt of application fee from cashier's office.

## Description of Item

## Location of Documents

<b>B. Construction Certification for new unit or lateral extension that meets the requirements of Rule 299.4921 by including the following:</b>	
1. The following construction reports shall accompany the certification: R 299.4921(1).	
a. Daily activity log.	
b. Records of any natural soil barrier.	
c. Compacted soil liner records.	
d. Flexible membrane liner records.	
e. Leachate collection system records.	
f. Final elevations, as documented on as-built plans.	
g. Diagrams showing the location of all tests on the liner and liner system.	
2. The following construction records shall accompany an engineer's certification of a unit that has received final cover: Rule 921(2).	
a. Daily activity log.	
b. Soil cover liner records.	
c. Flexible membrane cover liner records.	
d. Observations, inspections, and test of the other layers of the final cover to ensure that the design specifications are met.	
e. Final elevations, as documented on as-built plans.	
3. As built plans indicating all of the following: <b>Rule 921(4)</b>	
a. Dimensions and maximum and minimum elevations of each cell in each direction. Elevations shall be within 0.2 feet of approved plans.	
b. The location and elevation of all sumps and gravity pipelines. Elevations shall be within 0.2 feet of approved plans.	
c. Locations and elevation of all drainage facilities.	
d. Surface elevations of the final cover. Elevation of the final cover shall not deviate more than one foot from approved plans.	
4. Engineer's certification: <b>Rule 921(5)</b>	